

The Civil Service
(formerly Post Office)
Sanatorium Society

RULES

1945



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How to apply for Benefit.

Send a postcard to the Secretary, 63, Catherine Place,
London, S.W.1 as follows:—

Date.....

Please send me forms of application for Sanatorium treatment.

Name.....

Rank

Department/Office.....

Private Address.....

There is no need to send a medical certificate or any letter of recommendation.

On receipt of the postcard, forms and all instructions will be sent.

ALL DETAILS OF MEMBERSHIP must be given by the applicant.



22501616980

OFFICERS AND COMMITTEE OF MANAGEMENT.

R. HOGG, Chairman (Glasgow).
A. E. EDWARDS, Vice-Chairman (Tunbridge Wells).
Miss M. M. FRAKES, B.E.M. (London).
T. E. GREGORY (Manchester).
Miss M. JACKSON (London).
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A. J. WOOD (London).
Miss M. M. WORTH, B.E.M. (Portsmouth).

Trustees:

R. BAKER (London), J. H. GARNER (London) and
C. C. JOLLY (London).

Secretary.

J. R. WILLIAMS.

Treasurer:

D. C. WOOLLARD.

Deputy Secretary:

A. E. EDWARDS.

Registered Office:

63, Catherine Place, London, S.W.1.

Telephone: Victoria 5022/3.

Telegrams: Treatment, Sowest, London.

Hon. Solicitor:

F. W. WAREHAM, 34, Surrey Street, Strand, London,
W.C.2.

Consulting Physician:

B. MYERS, C.M.G., M.D., F.R.C.P.,
53, Queen Anne Street, Cavendish Square, London, W.1.

Auditors:

T. BURTON MILLER & SON,
141, Fenchurch Street, London, E.C.3.

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All previous Rules rescinded.

RULES
OF
THE CIVIL SERVICE
(FORMERLY POST OFFICE)
SANATORIUM SOCIETY

Name and Constitution.

1. The Society is a Friendly Society. It shall be called "The Civil Service (formerly Post Office) Sanatorium Society," and is hereinafter referred to as "the Society."

2. The Society shall be composed of Civil Servants (established, unestablished, permanent, temporary, industrial and non-industrial) employed in the United Kingdom of Great Britain, Northern Ireland, the Isle of Man and the Channel Islands, and also including Civil Servants who after becoming members of the Society leave the Civil Service and subject as hereinafter provided the widows of any Civil Servants who have been members of the Society.

Registered Office.

3. The registered office of the Society shall be 63, Catherine Place, London, S.W.1, in the County of London.

4. In the event of any change in the situation of the registered office notice of such change shall be sent to the Registrar within fourteen days thereafter in the form prescribed by the Treasury Regulations.

Objects.

5. The objects of the Society shall be to provide by the voluntary contributions of the members for the following purposes :—

(a) *Sanatorium Benefit*, being the defraying of the expense of travelling to and from and treatment in a Sanatorium or other suitable establishment approved of and selected by the Committee of Management and such treatment prior or subsequent thereto as is approved by the Committee of Management of such members and their wives who become sufferers from tuberculosis or any allied complaint in a form considered suitable by the medical advisers of the Society for such treatment.

(b) *Necessitous Cases Benefit*, being the granting of assistance to such members who having contracted tuberculosis or any allied complaint are in need of financial assistance, and any such benefit shall be by way of grant and not as pension.

(c) *Children's Sanatorium Benefit*, being the defraying of the expenses of travelling to and from and treatment in a Sanatorium or other suitable establishment approved of and selected by the Committee of Management and such treatment prior and subsequent thereto as is approved by the Committee of Management of such children between the ages of 3 and 16 of any members who become sufferers between such ages from tuberculosis or any allied complaint in a form considered suitable by the medical advisers of the Society for such treatment.

(d) *Cancer Benefit*, being the defraying of the expenses of travelling to and from and treatment in a hospital or other suitable establishment approved of and selected by the Committee of Management of such members and their wives as may be suffering from cancer in a form considered suitable by the medical advisers of the Society for such treatment.

Application of Funds.

6. All moneys received on account of contributions, donations, sale of rules or otherwise, and interest on investments, shall be applied in carrying out the objects of the Society, and in paying the expenses of management according to the rules.

7. Any officer misapplying the funds shall repay the amount misapplied and be excluded from membership, without prejudice to his liability to prosecution for such misapplication.

Investment of Funds.

8. So much of the funds of the Society as may not be wanted for immediate use or to meet the usual accruing liabilities shall with the consent of the Committee of Management or of a majority of the delegates of the Society present and entitled to vote at any Conference be invested by the Trustees of the Society in any of the following ways, namely: In the Post Office Savings Bank or in any savings bank certified under the Trustee Savings Bank Act, 1863, or in the public funds or with the National Debt Commissioners, in the purchase of land or in the erection or alteration of offices or other buildings thereon or in any investment in which trustees are for the time being by law authorised to invest trust funds.

9. The Society may purchase or take on lease in the names of the Trustees any land and may sell, exchange, mortgage, lease or build upon that land (with power to alter and pull down buildings and again rebuild), and a purchaser, assignee, mortgagee or tenant shall not be bound to inquire as to the

authority for any sale, exchange, mortgage or lease by the Trustees and the receipt of the Trustees shall be a discharge for all moneys arising from or in connection with the sale, exchange, mortgage or lease.

10. Mortgages or other assurances for securing money to the Society may be vacated by a receipt, endorsed or annexed, signed by the Trustees and countersigned by the Secretary in the form contained in the second Schedule to the Act.

Membership: Contributions.

11. Any Civil Servant (established, unestablished, permanent, temporary, industrial or non-industrial) employed in the United Kingdom of Great Britain, Northern Ireland, the Isle of Man, or the Channel Islands, at the time of application for membership, shall be entitled to become and thereafter remain a member of the Society upon the following terms and conditions.

(i) For the benefits set out in clauses (a) and (b) of Rule 5 for himself alone provided he has not been treated for tuberculosis or any allied complaint by a duly qualified medical practitioner, or having been so treated the Committee of Management are, after full consideration of his case, willing to accept him as a member of the Society—

(a) on signing and forwarding to the Secretary of the Society an undertaking in the form required by the Society to allow the proper Authority in the Department of the Civil Service in which he is serving to deduct and pay to the Society from and out of his salary, wages or pension, the contributions per annum as are set out in Rule 15 by such instalments as may from time to time be agreed between the Society and such proper authority, and so long as such undertaking remains in full force and effect or

(b) if either on entry or subsequently provision for collection by deduction is or becomes not available in his Department by forwarding to the Society an application for membership or if already a member an application to continue membership together with one year's contribution of such amount as would be payable by deduction by a member who had given an undertaking and so long as he continues to remit to the Society in the month of January in each year a contribution of such amount per annum as would be payable by deduction by a member who had given an undertaking.

(ii) For the benefits for himself set out in clauses (a) and (b) of Rule 5 and the benefit for his wife set out in clause (a)

of Rule 5 provided that if not already a member of the Society neither he nor his wife has been or if already a member his wife has not been treated for tuberculosis or any allied complaint by a duly qualified medical practitioner, or having been so treated the Committee of Management are willing to accept him as a member for the benefits under this clause on complying with the conditions set out in clause (i) of this rule as to payment of contributions by deduction or remittance the amount of the contribution per annum being set out in Rule 15 and to be in lieu of the contributions payable under clause (i) of this Rule.

Any member for benefit under this clause shall have the right to cease membership under this clause and become a member under clause (i) of this Rule whereupon the terms and conditions of such clause as to contributions and continuance of membership shall apply to his membership.

If a member while entitled to the benefits under this clause shall die his widow shall be entitled to continue the membership for benefit for herself under clause (a) and (b) of Rule 5 so long as she shall in lieu of the contributions payable under this clause pay a contribution of $4/4$ per annum to the Society in the month of January of each and every year but she shall not be entitled to any right of voting or taking part in the affairs of the Society.

The same conditions shall apply "mutatis mutandis" in respect of a woman who, whether already a member or not, desires to provide not only for herself but also for her husband, provided that the necessary form of application and the authority for the deduction and payment to the Society of the appropriate subscription, is furnished by her.

Life Membership.

12. A Civil Servant entitled to become a member or any member or widow of a member continuing membership shall be entitled on making a single payment calculated in accordance with the Scale for the time being in force (such Scale being prepared by the Actuary of the Society and by him deposited with the Society) to become a life member for the benefits referred to in Rule 11 and attributable to the class of membership taken up thereunder and if such membership is for benefit under clause (ii) of such Rule then his widow shall thereupon also become a life member for benefit under clause (a) of Rule 5 but she shall not be entitled to any right of voting or taking part in the affairs of the Society.

As from the making of such single payment the provisions of Rule 11 as to deduction and payment of contributions in respect of such benefits shall cease to apply, such single payment being in lieu thereof.

Additional Optional Benefits.

13. A member of the Society so long as he remains a member for benefit under either clause (i) or clause (ii) of Rule 11 shall be entitled subject to the following terms and conditions to enrol for the following additional benefits namely:

(i) For the benefit set out in clause (c) of Rule 5 provided any such child has not been treated for tuberculosis or any allied complaint by a duly qualified medical practitioner or having been so treated the Committee of Management are after full consideration willing to accept the child for benefit on deduction or remittance of additional contributions per annum as set out in Rule 15 so long as he shall comply with the terms and conditions set out in clause (i) of Rule 11 as to payment of contributions by deduction or remittance.

(ii) For the benefit for himself alone set out in clause (d) of Rule 5 provided he has not been treated for cancer by a duly qualified medical practitioner on deduction or remittance of additional contributions per annum as set out in Rule 15 so long as he shall comply with the terms and conditions set out in clause (i) of Rule 11 as to payment of contributions by deduction or remittance.

(iii) For the benefit for himself and his wife set out in clause (d) of Rule 5 provided that if at the time of enrolling for this benefit he is not already enrolled for benefit under clause (ii) of this Rule neither he nor his wife has been or if he is already enrolled under clause (ii) of this Rule his wife has not been treated for cancer by a duly qualified medical practitioner on deduction or remittance of additional contributions per annum set out in Rule 15 so long as he shall comply with the terms and conditions set out in Clause (i) of Rule 11 as to payment of contributions by deduction or remittance.

Any member for benefit under this clause shall have the right to cease membership under this clause and become enrolled for benefit under clause (ii) of this Rule, whereupon the terms and conditions of clause (ii) of this Rule as to contributions and continuance of enrolment for benefit thereunder shall apply.

If a member while entitled to benefits under this clause shall die his widow shall so long as she shall continue his membership for benefit for herself under clause (a) of Rule 5 be entitled to continue the membership for benefit for herself under clause (d) of Rule 5 so long as she shall in lieu of the contributions payable under this clause pay a contribution of 4/4 per annum to the Society in the month of January in each year but she shall not be entitled to any right of voting or taking part in the affairs of the Society.

Probationary Period of Membership.

14. A member shall not be entitled to benefit for himself, or his wife under clauses (a) and (b) of Rule 5 until the expiry of

six calendar months after enrolment for the benefit being claimed. A member shall not be entitled to benefit for himself, his wife or his child under clauses (c) or (d) until the expiry of twelve calendar months after enrolment for the benefit being claimed.

Table of Contributions.

15. The contributions payable by members either by deduction or remittance shall be in accordance with the following table:—

For benefit under clauses (a) and (b) of Rule 5 for the member alone	4/4 per annum for a member whose remuneration is paid weekly	5/- per annum for a member whose remuneration is paid otherwise than weekly.
For benefit under clauses (a) and (b) of Rule 5 for the member alone, and clause (a) of Rule 5 for his wife	8/8 do.	9/- do.
For benefit under clause (c) of Rule 5 for each child	8/8 do.	9/- do.
For benefit under clause (d) of Rule 5 for the member alone	4/4 do.	5/- do.
For benefit under clause (d) of Rule 5 for the member and his wife	8/8 do.	9/- do.

Non-payment of Contributions.

16. If any undertaking under clauses (i) and (ii) of Rule 11 given by a member other than a life member be withdrawn or becomes void so that there is not an effective undertaking under one of such clauses then his membership of the Society shall from the date of such withdrawal or becoming void cease and be cancelled unless and only so long as the member complies with the provisions of such clauses as to remittances applicable to cases where deduction is not available.

Management Fund.

17. The necessary expenses of management shall be provided from the income of the Society and for this purpose a sum not exceeding 25 per cent. of the income from contributions shall be set apart of which a separate account shall be kept.

From the said sum one shilling in the £ of the amount subscribed by the members of a local branch during the previous year ended 31st December shall be remitted by the Society to such branch for working and delegation expenses if applied for by it during the current year.

General Conditions Affecting Benefits.

18. The contributions of members for the benefits under clauses (a) and (b) of Rule 5 shall after deduction therefrom of the expenses of management in accordance with the provisions of Rule 17 be set aside and the same and the investments and income thereof treated as a separate account, and all expenses of and in connection with the provision of such benefit shall be discharged out of such account which notwithstanding anything in these rules to the contrary shall be solely liable for such expenses.

19. The contributions of members for the benefits under clauses (c) or (d) of Rule 5 after deduction therefrom of the expenses of management in accordance with the provisions of Rule 17 shall be set aside and the same and the investments and income thereof treated as separate accounts and all expenses of and in connection with the provision of such benefit shall be discharged out of such accounts which notwithstanding anything in these rules to the contrary shall be solely liable for such expenses.

20. A member who is under 21 years of age may if he is over 16 years of age by himself or if he is under that age by his parent or guardian execute all instruments and give all acquittances necessary to be executed or given under the rules of the Society.

Conditions of Benefit.

21. If a member or his wife or child being entitled to benefit under clauses (a), (b) or (c) of Rule 5 as the case may be, is certified by a duly qualified medical practitioner to be suffering from tuberculosis or any allied complaint and is a fit and proper person for treatment in a Sanatorium or other suitable establishment and likely to derive benefit therefrom such certificate shall be forwarded to the Secretary of the Society.

The Secretary shall thereupon take such steps as may be necessary to obtain leave for such treatment and when granted or in any case where such leave is not required on receipt of the certificate make all arrangements for accommodation in a Sanatorium or other suitable establishment subject to the approval and consent of the governing body of such Institution.

22. The cost of any treatment approved of by the Committee of Management whilst the person entitled to benefit is awaiting accommodation in a Sanatorium or other suitable

establishment or subsequent thereto shall be defrayed by the Society to such extent as the Committee of Management may in their discretion authorise but not further or otherwise.

23. Any grant made to a member under Rule 5, clause (b), shall be of such amount as the Committee of Management may on application to it by such member decide, and such decision shall be final and binding. Such amount shall not exceed in respect of any one member in any one financial year the sum of £104.

24. If a member or his wife as the case may be, being entitled to benefit under clause (d), Rule 5, is certified by a duly qualified medical practitioner to be suffering from cancer and is a fit and proper person for treatment in a hospital or other suitable establishment and likely to derive benefit therefrom such certificate shall be forwarded to the Secretary of the Society.

The Secretary shall thereupon take such steps as may be necessary to obtain leave for such treatment and when granted or in any case where such leave is not required on receipt of the certificate make all arrangements for the accommodation in a hospital or other suitable establishment subject to the approval and consent of the governing body of such Institution.

The Society shall not be liable for operation fees in excess of 25 guineas or for hospital charges in excess of 5 guineas per week, unless the hospital charge covers operations without additional fee, subject also to the right of the Society to discontinue the scheme at any time should the cost appear likely to be excessive, but subject to the completion of the treatment of actual patients.

25. The Society shall pay such travelling expenses as the Committee of Management may approve to any person entitled to benefit and residing in the United Kingdom of Great Britain, Northern Ireland, the Isle of Man or the Channel Islands from his home to the sanatorium, hospital or other suitable establishment approved of and selected as aforesaid and from such approved establishment to his home.

26. Should any member or his wife or child who has under these Rules been granted and admitted to treatment in a sanatorium, hospital or other suitable establishment be discharged therefrom for breach of regulations or shall have left the same against medical advice such member, wife or child shall not be entitled to any further benefit and if the member was himself receiving the benefit he shall be expelled from the Society unless the Committee of Management shall otherwise determine.

27. A member making his own arrangements without the approval of the Society for the treatment of himself, his wife or his child, shall not have any claim against the Society for the cost thereof or for travelling or other expenses with regard thereto.

28. Neither a member nor his wife nor his child shall be entitled to treatment or expenses of any kind if residing out of the United Kingdom of Great Britain, Northern Ireland, the Isle of Man, or the Channel Islands, unless and until he or she returns to and becomes resident therein, and then only under the conditions laid down by these Rules.

29. A member shall not have any claim upon the funds of the Society except under the conditions laid down by these Rules and shall not be entitled to any compensation should his case or that of his wife or child not be considered suitable and approved by the medical advisers of the Society or of the sanatorium, hospital or other suitable establishment selected by the Committee of Management for treatment of the member, his wife or child, nor shall the Society be liable to pay any compensation where it is found impossible, whatever the reason, to provide the treatment laid down by these rules, but the member shall have access to a full report of the causes (including the medical reports) of any such failure.

Meetings.

30. General Meetings (hereinafter called Ordinary Conferences) representative of the members of the Society shall be held as follows:—

Ordinary Conferences shall be held at least once in every two years in the month of May at such time and place as shall be determined at the previous Ordinary Conference, or in default of such determination by the Committee of Management.

All other meetings other than meetings called under Rule 70 shall be called Special Conferences.

31. Special Conferences can be called at any time by the Committee of Management.

32. A Special Conference shall also be called if written application is made therefor to the Committee of Management by at least one-eighth of the members of the Society, and such Conference shall be held within six weeks of the receipt of such requisition by the Secretary, in such manner and at such time and place as the Committee of Management shall determine.

33. Any requisition by the members for a Special Conference shall state the business for which it is desired that the Special Conference shall be called, and such business only shall be admitted to the agenda or discussed at such Special Conference called in pursuance thereof.

34. Twenty weeks' previous notice in writing of the holding of Ordinary Conferences, and one calendar month's previous notice in writing of the holding of Special Conferences, shall be given to the Local Secretary of every Branch, and no other or further notice thereof shall be requisite.

Quorum.

35. Delegates only (as hereinafter defined) shall be entitled to attend at any Conference, and the presence of 20 delegates shall constitute a quorum at any Conference, Ordinary or Special.

Branches.

36. For the purpose of representation, the Membership shall be divided into branches, the following as regards members in the employ of His Majesty's Postmaster-General and employed other than in London being branches:—

Each Head Post Office, including in each such Head Post Office the branch and sub-offices under its control.

Staff in the Headquarters of any one Regional Director.

Staff under the control of a Telephone Manager.

the following as regards members in the employ of His Majesty's Postmaster-General and employed in London being Branches:—

Headquarters G.P.O.

Regional Director's Office and Headquarters Branches of the London Telecommunications Region, including the Power Engineering Section.

Each of the Telephone Manager Areas, London Telecommunications Region.

Central Telegraph Office.

Regional Director's Office, London Postal Region.

Mount Pleasant.

King Edward Building, E.C. and F.S.

Each District Office (excluding S.E.P.O.).

South-Eastern Parcel Office.

Branch Offices of any one District.

Sub-Offices of any one District.

Post Office (London) Railway

Savings Department.

Stores Department.

Engineer-in-Chief's Office.

Accountant General's Department.

and the following as regards members in the employ of a Department of the Civil Service other than that under the control of His Majesty's Postmaster-General being Branches:—

(i) Each Department of the Civil Service other than that under His Majesty's Postmaster-General.

(ii) Any Branch formed by members employed in the same locality by any Department referred to in paragraph (i) of this Rule provided that such formation has been approved by the Branch representing such Department, but in such event any member joining the Branch formed under this paragraph shall cease to be a mem-

ber of the Branch constituted by paragraph (i) of this Rule in respect of the Department by which such member is employed.

Notwithstanding anything hereinbefore contained members employed in the same locality by a Department of the Civil Service other than that under His Majesty's Postmaster-General may with the approval of the Branch representing such Department constituted under paragraph (i) of this rule become members of and be attached to any Branch constituted for Civil Servants in the employ of His Majesty's Postmaster-General in lieu of being a member of and attached to the Branch representing his own Department or any Branch constituted under paragraph (ii) of this Rule.

Representation: Expenses of Delegates.

37. Representation at any Conference of the Society shall be on the basis of one Delegate for each 100 or part of 100 members of each Branch on the 31st December prior to such Conference. The expenses of all such Delegates shall be borne by the Branch, if and so far as it shall so determine. The credentials of Delegates shall be delivered to the Secretary at least 8 weeks previous to such Conference and shall consist of a Certificate of Appointment signed by the Chairman and Local Secretary of a meeting of the Branch convened for the purpose of appointing a Delegate or Delegates. Delegates from any Branch shall be deemed to represent the total number of members of that Branch and voting cards shall be supplied to them on the basis of the total membership of the Branch on the 31st December prior to such Conference.

Voting.

38. Voting at Conferences, whether Ordinary or Special, shall be by show of hands, but if any vote except as to questions of a formal nature, or relating to procedure, or as is hereinafter excepted, is challenged, it shall be by card, each card to represent 100 or part of 100 members, but notwithstanding anything herein to the contrary the officers and members of the Committee of Management shall be elected by a card vote of the Delegates present. In the event of an equal division of votes the Chairman shall have a second or casting vote.

Appointment and Removal of Committee of Management, Trustees and Officers.

39. The Society shall have a Committee of Management, three Trustees, a Secretary and a Treasurer, whose expenses of travelling and substitution and all other expenses properly in-

curred by them in attending meetings of the Committee of Management and Conferences or any other meeting where it is their duty to be present or in carrying out the directions of such Committee or Conferences, shall be borne by the Management Fund in accordance with a scale drawn up by the Committee of Management.

A member of the Society who is under 21 years of age or who will attain the age of 65 years prior to the 1st June in the year during which the next Ordinary Conference will be held or who is not a serving or superannuated Civil Servant shall not be eligible for election at any Conference as a member of the Committee of Management or as a Trustee, Secretary or Treasurer of the Society.

40. A Committee of Management consisting of twelve members representative of London and the Provinces in proportion to the respective membership as shown in the books of the Society at the previous 31st December shall be elected at each Ordinary Conference and shall continue in office until the next Ordinary Conference or on failure of such election those last appointed shall continue in office.

41. If any member of the Committee of Management shall die, resign, or be removed during his term of office, the member of the Society in the Section concerned (London or the Provinces) polling the highest number of votes at the last Ordinary Conference of those nominated for but not elected to the Committee of Management, or in case of his inability or refusal to act, the next highest and so on shall become a member of the Committee of Management in the place of and shall hold office during the time for which the member of the Committee of Management had died, resigned or had been removed was elected, and in default of there being any such nominated but unelected members of the Society who are willing and able to act, the Committee of Management shall appoint a member of the Society to fill the vacancy.

42. The Trustees shall be elected at each Ordinary Conference and shall continue in office until the next Ordinary Conference or on failure of such election those last appointed shall continue in office. Should a Trustee die, resign, be removed or become unfit or incapable to act a Special Conference may appoint a person to fill the vacancy until the next Ordinary Conference of the Society.

A copy of every resolution appointing a Trustee shall be sent to the Registrar within fourteen days after the date of the meeting at which such resolution was passed, in the form prescribed by Treasury Regulation in that behalf.

43. A Secretary and a Treasurer shall be elected at each Ordinary Conference and shall continue in office until the next Ordinary Conference or on failure of such election those last appointed shall continue in office.

Should the Secretary or the Treasurer die, resign or be removed prior to an Ordinary Conference, the Committee of Management shall appoint a member to fill the vacancy.

44. Before any member is eligible for election at any Ordinary Conference as a member of the Committee of Management, Trustee or as Secretary or Treasurer, he shall be nominated for such office by a Branch and any such nomination shall be in writing and shall be delivered to the Secretary at least 12 weeks prior to the holding of the Ordinary Conference at which the election is to take place, and the name of the member so nominated shall be placed on the final Agenda paper.

A member shall not be so nominated unless approved by a majority present at a meeting of the Branch at which such proposal is submitted. Any nomination by a Branch must be signed by the Chairman of the Meeting at which the nomination is made, and countersigned by the Local Secretary and one other member present at such meeting.

45. Every Officer having the receipt or charge of money shall before taking upon himself the execution of his office, give security at the expense of the Society to the Trustees through a Guarantee Society or by a bond in pursuance of the Act in such sum as the Committee of Management may direct.

46. The remuneration for the time being of the Secretary shall be £450 per annum and there shall be paid an expenses allowance of £75 per annum.

The remuneration for the time being of the Treasurer shall be £300 per annum and there shall be paid an expenses allowance of £50 per annum.

47. The Committee of Management shall have power to appoint one of their body to act as Deputy Secretary during the absence of the Secretary and he shall hold such office at the pleasure of the Committee of Management and shall be given an expenses allowance of £50 per annum.

48. The salaries payable under Rules 46 and 47 shall be deemed to accrue from day to day, and shall be paid at such times and by such instalments as the Committee of Management shall decide.

49. Any member of the Committee of Management or Officer may be removed at any time by a resolution of the majority of the Delegates present at any Conference called for that purpose.

Committee of Management.

50. The Committee of Management shall meet not less than twice a year at such places and times as may from time to time be agreed and shall elect from among themselves a Chairman and Vice-Chairman. The Chairman or if he be not present the Vice-Chairman shall preside at all meetings of the Com-

mittee of Management, Ordinary and Special Conferences. Any seven of the Committee of Management duly assembled at any such meeting shall form a quorum, and shall have full power to superintend and conduct the business of the Society according to the rules provided for the government thereof, and shall in all things act for and in the name of the Society; and all acts and orders under the powers delegated to them shall have the like force and effect as the acts and orders of the Society at any Conference. Every question shall be decided by a majority of votes, and if the votes are equal the Chairman or in his absence the Vice-Chairman shall have a casting vote.

51. Any six of the Committee of Management may require a special meeting thereof by giving notice in writing to the Secretary and such special meeting shall be called by him and held within 14 days of the receipt of such request at such time and place as the Secretary may determine, but at such special meeting no other business than that specified in the notice shall be taken into consideration. The Committee of Management shall convene all the Conferences of the Society, on such requisitions as are herein mentioned.

Trustees.

52. The Trustees shall be admitted to all meetings of the Committee of Management and shall be at liberty to take part in the proceedings thereof.

53. In case any Trustee being removed shall refuse or neglect to assign or transfer any property of the Society as the Committee of Management shall direct, he shall (if he be a member) be expelled the Society and shall cease to have any claim on the Society on account of any contributions paid by him, without prejudice to any liability to prosecution which he may have incurred.

Secretary.

54. The Secretary shall give his attendance at all meetings of the Society and of the Committee of Management; he shall record correctly the names of the members of the Committee of Management and Trustees there present, and the minutes of the proceedings, which he shall transcribe into a book to be authenticated by the signature of the Chairman as the proceedings of such meetings; he shall receive applications for membership and make all necessary arrangements as to payment of contributions and the provision of benefits as is provided for by the rules; he shall keep the accounts, documents, and papers of the Society in such manner and for such purposes as the Committee may appoint and shall prepare and send all returns and other documents required by the Friendly Societies Act, or the Treasury Regulations to be sent to the

Registrar and generally carry out the duties as are customarily undertaken by Secretaries of Friendly Societies. The Secretary shall, on all occasions, in the execution of his office, act under the superintendence, control, orders and directions of the Committee of Management.

Treasurer.

55. The Treasurer shall, when required by a Conference, or by the Trustees or Committee of Management upon demand made, or notice in writing given to him or left at his last or usual place of residence, render a just and true account of all moneys received and paid by him on account of the Society; and shall also, on the like demand or notice, pay over all moneys and deliver all property for the time being in his hands or custody to such person as a Conference or the Committee of Management, or the Trustees appoint. He shall be responsible for such sums of money as may from time to time be paid into his hands by the Secretary, or by any person on account of the Society; he shall balance his cash account monthly, and supply the Committee of Management with a duplicate thereof, and shall attend every Conference, and shall be admitted to all meetings of the Committee of Management and shall be at liberty to take part in the proceedings thereof.

Copies of Rules.

56. It shall be the duty of the Committee of Management to provide the Secretary with a sufficient number of copies of the Rules to enable him to deliver to every person on demand a copy of such Rules on payment of a sum not exceeding 1/-, and the Secretary shall deliver such copies accordingly.

Keeping and Auditing of Accounts.

57. The Committee of Management shall cause the accounts of the Society to be regularly entered in proper books.

58. Separate accounts shall be kept of all moneys received or paid on account of every particular fund or benefit assured by the Society for which a separate table of contributions payable is adopted distinct from all moneys received and paid on account of any other benefit or fund.

59. A separate account shall also be kept of the expenses of management of the Society and of all contributions in respect thereof.

60. The Committee of Management shall once at least in every year submit the accounts, together with a general statement of the same and all necessary vouchers up to the 31st December then last for audit, to one of the public auditors appointed under the Friendly Societies Act and shall lay before

every Ordinary Conference a balance sheet (which either may or may not be identical with the annual return but must not be in contradiction to the same) showing the receipts and expenditure, funds and effects of the Society, together with a statement of the affairs of the Society since the last Ordinary Conference and of their then condition. Such auditor shall have access to all the books and accounts of the Society and shall examine every balance sheet and annual return of the receipts and expenditure, funds and effects of the Society and shall verify the same with the accounts and vouchers relating thereto and shall either sign the same as found by him to be correct, duly vouched and in accordance with law or shall specially report to the Conference of the Society before which the same is laid in what respect he finds it incorrect, unvouched or not in accordance with law.

Annual Returns.

61. It shall be the duty of the Secretary to send to the Registrar every year before the 1st June as required by the Friendly Societies Act, the annual return in the form prescribed by the Chief Registrar of Friendly Societies of the receipts and expenditure, funds and effects of the Society, and of the number of members of the same up to the 31st December then last inclusively as audited, showing separately the expenditure in respect of the several objects of the Society together with a copy of any special report of the auditor.

62. Such return shall state that the audit has been conducted by a public auditor appointed under the Friendly Societies Act and by whom.

63. It shall be the duty of the Committee of Management to provide the Secretary with a sufficient number of copies of the annual return or of some balance sheet or other document duly audited, containing the same particulars of the receipts and expenditure, funds and effects of the Society as are contained in the annual return, for supplying gratuitously every member or person interested in the funds of the Society on his application with a copy of the last annual return of the Society or of such balance sheet or other document for the time being and it shall be the duty of the Secretary to supply such gratuitous copies on application accordingly.

Valuations.

64. Once at least in every five years the assets and liabilities of the Society (including the estimated risks and contributions) shall be valued in manner provided by the Friendly Societies Act.

65. It shall be the duty of any valuer appointed by the Society to make a report to be signed by him and which shall

also state his address and calling or profession on the condition of the Society and also an abstract of the results of his valuation in the form prescribed by the Chief Registrar.

66. On receiving such report it shall be the duty of the Committee of Management to lay such report and abstract of the results before the next Ordinary Conference of the Society; and it shall be the duty of the Secretary to forward such report and abstract to the Registrar, together with a return containing such information with respect to the benefits assured and contributions receivable by the Society and to its funds and effects, debts and credits, as the Registrar may require.

Inspection of Books.

67. The books and accounts of the Society shall be open to the inspection of any member or person having an interest in the funds of the Society at all reasonable hours, at the registered office of the Society or at any place where the same are kept, and it shall be the duty of the Secretary to produce the same.

68. It shall be the duty of the Committee of Management to keep a copy of the last Annual Balance Sheet of the Society and of the last quinquennial valuation together with any special report of the auditor always hung up in a conspicuous place at the Registered Office of the Society.

Voluntary Dissolution.

69. The Society may at any time be dissolved by the consent of five-sixths in value of the members, testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations in that behalf and also by the written consent of every person for the time being receiving or entitled to receive any relief or benefit from the funds of the Society unless the claim of that person is first duly satisfied or adequate provision made for satisfying such claim.

Applications for Inspection, Special Meetings or Dissolution.

70. It shall be the right of one-fifth of the total number of members or if the number of members shall at any time amount to 1,000 and shall not exceed 10,000, it shall be the right of 100 members or if the number shall at any time exceed 10,000 it shall be the right of 500 members, by an application in writing to the Chief Registrar, signed by them in the forms respectively provided by the Treasury Regulations in that behalf:—

(a) To apply for the appointment of one or more inspectors to examine into the affairs of the Society and to report thereon.

(b) To apply for the calling of a Special Meeting of the Society.

Either of such applications shall be made upon such notice to the Society and shall be supported by such evidence for the purpose of showing that the applicants have good reason for requiring such inspection to be made or meeting to be called and that they are not actuated by malicious motives in their application, as the Chief Registrar shall direct;

(c) Or to apply for an investigation into the affairs of the Society with a view to the dissolution thereof.

Such application as last aforesaid shall set forth that the funds of the Society are insufficient to meet the existing claims thereon or that the rates of contributions fixed in the Rules of the Society are insufficient to cover the benefits assured and the grounds upon which such insufficiency is alleged.

Disputes.

71. If any dispute shall arise between a member or person claiming through a member or under the Rules or any person aggrieved who has ceased to be a member or any person claiming through such person aggrieved and the Society or any officer of the Society, it shall be decided by reference to justices pursuant to the Friendly Societies Act.

New Rules and Alteration of Rules.

72. No new Rule shall be made nor any of the Rules herein contained or hereafter to be made shall be amended, altered or rescinded, unless with the consent of a majority of the Delegates present at an Ordinary Conference. No amendment of Rules is valid until registered.

73. All propositions including propositions for alteration to amendment of or rescission of Rules shall be delivered to the Secretary at least 16 weeks previous to the date fixed for the Ordinary Conference at which the same are to be laid and no proposition unless emanating from the Committee of Management shall be accepted unless approved by a majority of the members present at a meeting of the Branch making such proposition and signed by the Chairman of such Meeting and countersigned by the Local Secretary and one other member present at such meeting.

The Secretary shall communicate to every Local Secretary particulars of all such propositions including those emanating from the Committee of Management 12 weeks prior to such Ordinary Conference.

Propositions for amendments to such propositions shall be delivered to the Secretary at least 8 weeks prior to such Ordinary Conference, such propositions for amendments unless emanating from the Committee of Management being passed, signed and countersigned as in the case of the original propositions.

The Secretary shall communicate to every Local Secretary in a final Agenda Paper all propositions for amendments of the original propositions, including those emanating from the Committee of Management 4 weeks prior to such Ordinary Conference.

Interpretation.

74. In these Rules unless the contrary intention appears :—

(i) Words denoting the masculine gender shall be deemed to include the feminine.

(ii) Words in the singular shall include the plural and words in the plural shall include the singular.

(iii) " The Act " means the Friendly Societies Acts, 1896 to 1929, and any Acts amending or substituted for them and for the time being in force.

J. R. WILLIAMS,
Secretary of the Society.

A. E. EDWARDS,
M. M. FRANKS,
D. C. WOOLLARD,
Members of the Society.

CERTIFICATE.

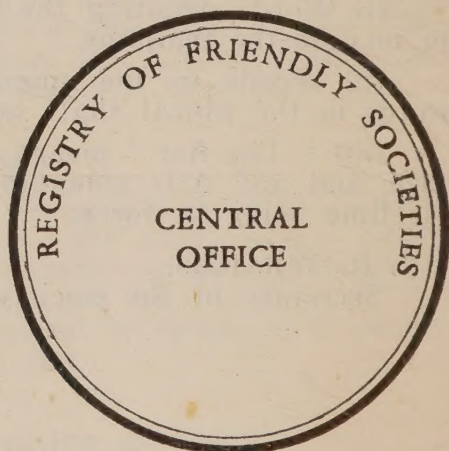
Register No. 1823 London.

Complete Amendment.

FRIENDLY SOCIETIES ACT, 1896.

ACKNOWLEDGMENT OF REGISTRY OF AMENDMENT OF RULES.

The foregoing amendment of the rules of The Civil Service (formerly Post Office) Sanatorium Society is registered under the Friendly Societies Act, 1896, this 27th day of July, 1945.



COPY KEPT.

Resolution passed at the Conference of the Society held at London on 31st May and 1st June, 1945:—

That the Rules be completely amended and that the new Rules to be substituted therefor shall be the Rules in force on the 1st day of January, 1945, as amended by the Resolutions for alteration of Rules passed at this Conference:—

Resolution of the Inaugural Conference:—

That it be an instruction to the incoming Committee that all applications by members for treatment in the Sanatorium shall be granted or considered in order of application.

Particulars of Membership.

M

Grade

Office

Serial No.

Joined the Society

19

Williams

Secretary.